

# The Constitution of Mortar Board, Inc.

(As amended at the 2005 Mortar Board National Conference)



## PREAMBLE

We, the undersigned, recognizing the advantage of a national union of senior honor societies, do hereby unite to form a national society whose purpose shall be to facilitate cooperation among these societies, to contribute to the self-awareness of its members, to promote equal opportunities among all peoples, to emphasize the advancement of the status of women, to support the ideals of the university, to advance a spirit of scholarship, to recognize and encourage leadership, to provide service and to establish the opportunity for a meaningful exchange of ideas as individuals and as a group.

## ARTICLE I. NAME

**Section 1.** The name of this Society shall be Mortar Board, Incorporated.

**Section 2.** The insignia shall consist of a black mortarboard with gold edging and tassel. The Greek initials of the motto shall be stamped on the pin: Pi Sigma Alpha.

**Section 3.** The colors of the Society shall be silver and gold, signifying opportunity and achievement.

## ARTICLE II. MEMBERSHIP

**Section 1.** Mortar Board, Inc., as an honor society, shall be an association of individuals selected for distinguished ability and achievement in scholarship, leadership and service.

**Section 2.** Membership shall be composed of collegiate, alumni and honorary members.

**Section 3.** Collegiate members shall be members in good standing of collegiate chapters, selected as provided in the *Bylaws* and *Standing Rules*. After consultation with the advisors, a collegiate chapter shall have the authority to dismiss individual members under procedures set forth in the *Bylaws* and *Standing Rules*.

**Section 4.** Alumni members shall be those members who, by reason of graduation or other reasons, are no longer collegiate members.

**Section 5.** Collegiate chapters and the National Council may select persons to honorary membership in that chapter as provided in the *Bylaws* and *Standing Rules*.

**Section 6.** This Society shall be composed of collegiate chapters and of alumni chapters, the organization and structure of which shall be set forth in the *Bylaws* and *Standing Rules*.

## ARTICLE III. NATIONAL OFFICE

**Section 1.** The National Office shall be the headquarters of Mortar Board, Inc. The Mortar Board National Foundation Fund (Mortar Board National Foundation), established by Mortar Board, Inc. to support the ideals of scholarship, leadership and service through fundraising and

grant programs, shall be located at the National Office.

## ARTICLE IV. GOVERNMENT

**Section 1.** The National Conference shall be the supreme governing body of this society.

**Section 2.** National conferences shall be held annually at a time and place appointed by the National Council.

**Section 3.** The National Conference shall consist of the officers of the Society, the section coordinators, Standing Committee chairpersons, delegates from each collegiate chapter, conference assistants, and other Mortar Board, Inc. members. The only voting members of the National Conference shall be the official delegates from the collegiate chapters. The only voting members of the National Conference in conference committees or in business sessions shall be the official delegates of the National Conference.

**Section 4.** The officers of the Society who shall constitute the National Council shall be elected as set forth in the *Bylaws*. Members of the National Council shall be elected for a term of two (2) years or until their successors are duly appointed and qualified. The president, president-elect, and student representatives shall each serve one two-year term. Council members in other positions shall serve no more than two (2) consecutive terms in any one office.

**Section 5.** A special national conference may be held upon the call of the national president, with the unanimous consent of the remaining members of National Council and the affirmative nine-tenths (9/10) vote of the collegiate chapters.

**Section 6.** In the interim between national conferences, the government of the Society shall be vested in the National Council.

**Section 7.** The National Council shall meet annually at a time and place appointed by the president.

**Section 8.** Special meetings of National Council may be called by the president or upon the written request of three members of the Council.

**Section 9.** The National Council shall fill any vacancy in a national office occurring in the interim between national conferences.

## ARTICLE V. AMENDMENTS

**Section 1.** This *Constitution* may be amended at any national conference by the affirmative vote of three-fourths (3/4) of the delegates.

**Section 2.** All proposed amendments must be submitted to the National Office by March 15 to be considered at that academic year's national conference. Any amendments submitted after that date shall be referred to the appropriate committee for consideration during the following

year.

**Section 3.** Ratification of an amendment shall be confirmed by an affirmative vote of three-fourths (3/4) of the collegiate chapters responding. An affirmative vote within a collegiate chapter on this question shall be a majority of those present and voting.

# The Bylaws of Mortar Board, Inc.

(As amended at the 2007 Mortar Board National Conference)



## ARTICLE I. MEMBERSHIP

### Section 1. Collegiate Membership.

- A. Qualifications for active membership shall be service, scholarship, leadership and a commitment to promote the goals and purposes of Mortar Board, Inc. herein after referred to as the Society.
- B. All those students eligible shall be given the opportunity to be considered for membership.
- C. New members shall be selected by the existing chapter once a year, following procedures established by the National Council as set forth in the current *Officer & Advisor Handbook*. An individual shall be considered selected upon receiving a minimum percentage of votes agreed on by the chapter, which percentage shall not be less than eighty percent (80%) of the present and voting members of the collegiate chapter. A unanimous vote standard may not be used. No absentee or proxy votes shall be accepted. Abstentions should not be used unless absolutely necessary during selection voting. Abstentions will count as nothing (neither affirmative nor negative), with the percentage of those voting to be revised accordingly.
- D. The candidate shall meet the scholarship requirements for collegiate membership set forth in Article I, Section 2 below and shall be at least in her/his junior year or the equivalent status in units or hours, depending upon the institution or the candidate's accelerated or prolonged curriculum. The intended date for the candidate's graduation shall be no sooner than one semester or one quarter following initiation, summer school excluded. Collegiate membership shall be for one year, at least part of which shall occur in the senior year or its equivalent, with a possible extension of a second year for continuing seniors. Members entering graduate work or otherwise enrolled may continue collegiate membership to complete the full year following the initiation. Those no longer enrolled are not eligible to serve.
- E. A candidate for collegiate membership must be in good standing and duly enrolled in the university or college of the selecting chapter.
- F. In exceptional membership cases, permission for selection exceptions may be granted by the National Council or its designated representative, including scholarship exceptions. The petition for such selection shall be submitted to the National Office in accordance with procedures established by the National Council.
- G. A candidate may be considered for membership a second time if denied in his or her first year.

- H. No candidate shall be discriminated against in regard to race, ethnic origin, creed, age, sex, affiliation, marital status, sexual orientation or physical challenge.
- I. Any school which is administratively a part of another may consider for membership qualified students who are engaged in academic programs in both schools.
- J. A student must be initiated and thus membership fees paid by the end of the academic year in which tapped. An individual chapter may make exceptions as it deems necessary after consultation with the National Office, such as students studying off campus during the time of initiation. Students who defer their active membership year must pay the initiation fee as stated above and commence the active year of membership within two years.
- K. A collegiate member of the Society who transfers shall be accepted on the new campus and given the privileges of an active member.
- L. The chapter membership chairperson, with the approval of the chapter president, shall establish a schedule for tapping and initiation of new members which shall be conducted with the procedures established from time to time by the National Council.
- M. The names and qualifications of candidates selected to collegiate membership shall be on the form proscribed by the National Council and shall be submitted pursuant to procedures established by the National Council. No member of National Council or National Office shall have veto power over the selection of a collegiate member except if the candidate fails to meet the scholarship requirement of the Society.

### Section 2. Scholarship Requirement for Collegiate Membership.

The scholarship requirements for collegiate membership shall be the minimum grade point average representing the upper thirty-five percent (35%) of the junior class or a minimum of a straight B average, whichever is higher on any given campus. With the annual consent of the National Office, a chapter may use a higher scholarship standard. The National Council shall establish procedures for granting any exceptions to the minimum requirements.

### Section 3. Dismissal of Collegiate Members.

- A. In order for collegiate members to remain in good standing in their chapter, they must meet the requirements for participation established by the individual chapter and be in good standing with the institution with which the chapter is affiliated. Initiation of such dismissal procedures must occur no later than six weeks prior to the last day of

classes. Extreme cases warranting later action would be decided at the discretion of the vice president. After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to dismiss individual members pursuant to procedures set forth in these *Bylaws*. The dismissal of a collegiate member shall be reported to the National Office and the member's name shall be removed from the national roll.

- B. In all cases where a chapter wishes to dismiss a member, the following procedure should be implemented by the chapter:
  1. The chapter shall obtain documented evidence of the following and submit copies of the same to the National Office:
    - a. Chapter participation and dismissal policy as adopted by and made known to all current chapter members;
    - b. Accurate records of member participation;
    - c. Immediate personal contact of member in jeopardy of dismissal by chapter president or designated officer with an opportunity to meet in person with the chapter executive committee prior to dismissal action;
    - d. A letter sent to member in question notifying of chapter's action and the right to appeal within two weeks of receipt of this letter. Included in the letter must be the National Office's address to which a letter of appeal should be submitted; and
    - e. A written statement from chapter advisors regarding the proposed dismissal.
  2. In instances in which a dismissed member wishes to appeal the dismissal, the following procedure shall be implemented:
    - a. The dismissed member shall contact the National Office within two (2) weeks of the receipt of the official letter of dismissal.
    - b. The vice president shall review the decision of the chapter in consultation with two (2) other members of the National Council.
    - c. The decision of the vice president shall be final and transmitted to the appellant and the collegiate chapter.

### Section 4. Resignation of Collegiate Members.

An individual member of Mortar Board may resign pursuant to procedures established by the National Council; however, membership fees are not refundable.

### Section 5. Post-Graduate Initiations.

Alumni members of local honor societies, which later become chapters of the Society, may become alumni members of the Society by following

procedures established by the National Council.

### **Section 6. Honorary Memberships.**

Honorary membership, being the highest honor given by the Society, may be conferred by a collegiate chapter and the National Council only upon a person who has made a distinguished contribution toward the advancement of the goals and purposes of the Society within the college or university and community or region. The National Council shall establish procedures for awarding honorary memberships as set forth in the current *Officer & Advisor Handbook*.

### **Section 7. National Citations.**

- A. A National Citation may be given to a person in recognition of distinguished contribution to the nation within the ideals of scholarship, service and leadership. In addition, this person shall promote equal opportunities among all peoples while emphasizing the advancement of the status of women and shall have promoted the goals and purposes of the Society.
- B. The National Council shall establish the procedures to be followed in awarding National Citations.
- C. National Citation recipients automatically receive honorary membership.

## **ARTICLE II. ORIENTATION**

### **Section 1. Chapter Orientation.**

- A. Before initiation an orientation program for candidates selected for membership shall be held, emphasizing the active commitment to the purposes and goals of the Society, following the format established by the National Council.
- B. The outgoing chapter president, in cooperation with the advisors, shall see that each officer fully orients her/his successor.
- C. The orientation of the new advisor(s) shall be the responsibility of the chapter president and the current chapter advisors.

### **Section 2. New Chapter Development.**

- A. The National Office shall send to newly installed chapters information and guidelines for chapter operations, programs and available national resources.
- B. The section coordinators and the National Council provide orientation to newly installed chapters toward the Society's national purpose and goals and offer continuing guidance during the first academic year following installation.

## **ARTICLE III. CHAPTERS**

### **Section 1. Collegiate Chapter Defined.**

A collegiate chapter shall be a group of students in a college or university who shall be duly selected as prescribed in the *Bylaws* and initiated.

### **Section 2. Sections.**

Collegiate chapters shall be grouped geographically into sections and supervised by

section coordinators.

### **Section 3. Size of Chapter.**

The minimum number of members in a collegiate chapter shall be fifteen (15), or ten (10) percent of the student body with junior standing, whichever is less. The maximum membership of a collegiate chapter shall be fifty (50) members or one-and-a-half percent (1.5%) of the student body with junior standing, whichever is greater. The National Council shall establish the procedure for membership above and below these quotas.

### **Section 4. Chapter Meetings.**

Chapter meetings shall be held regularly and frequently.

### **Section 5. Active Membership.**

Membership in the Society requires active involvement; therefore, chapters shall establish a participation policy. If a penalty of the participation policy includes dismissal, the chapter must follow the dismissal procedures outlined in Article I, Section 3 of these *Bylaws*.

### **Section 6. Election of Chapter Officers.**

All new chapter officers shall be elected by incoming chapter members in the presence of the retiring chapter after orientation and initiation by the retiring chapter. The procedure for election shall be established by the National Council.

### **Section 7. Chapter Officers.**

Chapter officers shall consist of a president, a vice president, a secretary, a treasurer, a director of communications, a historian, a membership chairperson and an alumni chairperson. The duties of each chapter officer shall be as follows:

- A. The president shall call all meetings and preside over them, vote upon the selection of new members, vote upon all other matters in case of a tie, vote upon request, be responsible for chapter orientation, ensure officer training and appoint all committees. The president shall send required chapter reports to the National Office. The president shall also be the delegate to the national conference. The president shall hold no other chapter office.
- B. The vice president shall preside and perform the duties of the office of the president in the case of the absence or disability of the president.
- C. The secretary shall keep the minutes of each meeting, file all correspondence, and conduct the necessary correspondence. The secretary shall notify new members of their selection and shall notify all members and advisors of each meeting.
- D. The treasurer shall have charge of all finances, collect fees, pay bills and submit a report to the chapter on a regular basis, as determined by the chapter. The treasurer shall be responsible for the audit of the chapter financial report, submit any forms required by the Internal Revenue Service, if necessary, and make an annual report to the National Office.

E. The director of communications shall be responsible for chapter publicity and shall act as correspondent to *The Mortar Board Forum*. As such, the director of communications shall be responsible for submitting a minimum of one contribution per academic year.

F. The chapter historian shall compile and maintain a chapter history and update the chapter's file in the National Archives.

G. The chapter membership chairperson shall be responsible for organizing and implementing the selection of new members.

H. The alumni chairperson shall act as liaison with area and chapter alumni and shall establish and maintain a mailing list of chapter alumni for both local and National Office records.

### **Section 8. Officer Vacancies.**

A. After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to remove for cause individual officers pursuant to procedures set forth in these Bylaws. Sufficient cause for removal may include, but is not limited to continued unexcused absences from the meetings of the chapter; not attending to assigned or elected duties of the chapter; inexcusably failing to meet financial obligations to the chapter; violating the Constitution and Bylaws of Mortar Board, Inc. or the Bylaws of the chapter; violating a rule, practice, or procedure adopted by the chapter; or displaying conduct deemed contrary to the interests of the chapter. The removal of an officer shall be reported to the National Office. In all cases where a chapter wishes to remove an officer, the following procedure should be implemented by the chapter:

1. The chapter shall obtain documented evidence of the following and submit copies of the same to the National Office: accurate documentation of the charge(s) against the officer; immediate personal contact of the officer in question by another, designated officer with an opportunity to meet in person with the chapter prior to dismissal action; a letter sent to the officer in question notifying of the chapter's action and the right to appeal within two weeks of receipt of said letter. Included in this letter must be the National Office's address to which a letter of appeal should be submitted; and a written statement from the chapter advisors regarding the proposed removal.
2. A 2/3 affirmative vote of no less than 51% of the chapter is required to remove an officer. An advisor must be present at the meeting where this vote is taken.
3. In instances in which the removed officer

wishes to appeal the removal, the following procedure shall be implemented:

- a. The removed officer shall contact the National Office within two (2) weeks of the receipt of the official letter of removal.
- b. The national vice president shall review the decision of the chapter in consultation with two (2) other members of the National Council.
- c. The decision of the national vice president shall be final and transmitted to the appellant and the collegiate chapter.

B. In the case of a chapter officer resignation or other vacancy, the chapter shall elect a new officer following election procedures as established by the National Council.

#### **Section 9. Minimum Standards.**

The National Office shall send to each chapter on an annual basis a list of standards to which all chapters must adhere. The list of standards is to be drawn from, and subject to, the existing requirements and specifications set forth in the *Constitution*, *Bylaws* and *Standing Rules* as established at each national conference and policies and procedures established by the National Council.

#### **Section 10. Mortar Board Week.**

The week of February 15 each calendar year shall be designated as National Mortar Board Week. Each collegiate chapter shall actively promote the Mortar Board ideals during this week. The National Council shall establish the policies and procedures for celebration of this week.

#### **Section 11. Torch Awards.**

- A. The Silver Torch Award shall be given to each chapter that meets the criteria set forth in the *Standing Rules*.
- B. The Golden Torch Award shall be given to each chapter that meets the criteria set forth in the *Standing Rules*.

#### **Section 12. Chapter Citations.**

A Chapter Citation may be conferred upon a person in recognition of an important contribution to an individual chapter of Mortar Board or the community in which it is located. The National Council shall establish the procedure for awarding Chapter Citations.

### **ARTICLE IV. EXPANSION**

#### **Section 1. New Chapters.**

Any four-year, baccalaureate degree-granting institution which is accredited by its regional accreditation association may be considered for granting of a charter in the Society.

#### **Section 2. Requirements.**

The *Constitution* of the prospective chapter shall be consistent with the Mortar Board *Constitution*, *Bylaws* and *Standing Rules*. There must be no other senior honor society on the petitioning campus based on similar purposes as stated in the

preamble of the Society's *Constitution*.

#### **Section 3. Applications.**

The application process for new chapters shall be established by the National Council.

#### **Section 4. Approval of New Chapter**

A prospective chapter shall be approved by the National Council with not more than one dissenting vote. In case of a negative vote by the National Council, reasons shall be given to the petitioning group in addition to recommendations for improvement.

### **ARTICLE V. WITHDRAWAL AND DISAFFILIATION**

**Section 1.** Withdrawal from the Society shall be initiated by the individual chapter. Disaffiliation from the Society shall be initiated by the national conference.

**Section 2.** A notice of withdrawal of a chapter must be sent to the National Office.

**Section 3.** After one infraction of the list of standards as outlined in the *Constitution*, *Bylaws*, and *Standing Rules*, the National Council may place a chapter on probation for twelve (12) months or until the infraction is corrected. Within this twelve-month period, if either the original infraction is not corrected or two (2) additional infractions occur, the National Council may place the chapter on an inactive list and recommend disaffiliation of the chapter at the next national conference. If the chapter chooses not to select new members, the National Council shall take immediate action.

**Section 4.** After having been placed on the inactive list, chapters may be disaffiliated by a two-thirds (2/3) vote of the delegates attending a national conference.

**Section 5.** The national president must request that the following items be returned from any withdrawn or disaffiliated chapter: Mortar Board charter and chapter roll. The group must not use the name of Mortar Board nor its insignia. No published announcement of the action is made, but an announcement is included in the national president's *Annual Report*.

**Section 6.** Any withdrawn or disaffiliated school may reopen the matter in the same manner as any school petitioning for a new chapter.

### **ARTICLE VI. ALUMNI CHAPTERS**

#### **Section 1. Formation of Alumni Chapter.**

Five or more alumni of the Society may associate themselves as an alumni chapter.

#### **Section 2. Reports.**

Each alumni chapter shall submit the reports as may be required by the National Council.

### **ARTICLE VII. ADVISORS & ADMINISTRATIVE LIAISONS**

Each collegiate chapter shall select an advisory committee of at least two elected members and shall have an administrative liaison as an ex-officio

member. The National Council shall establish procedures for the selection of advisors and shall establish the duties of advisors.

### **ARTICLE VIII. NATIONAL OPERATIONS**

#### **Section 1. National Council**

The National Council shall be an elected body consisting of a president, a president-elect, a vice president, a secretary/treasurer and four (4) members-at-large (two students and two alumni). The executive director and Foundation chair shall serve as ex-officio, non-voting members of the Council. All references in these *Bylaws* to the National Council shall include the designated representative of the National Council where applicable.

#### **A. Elections**

1. A nominating committee composed of not more than eight national conference delegates shall present a list to the conference delegation of candidates for the National Council, except for the position of student representative. The list may include more than one candidate for each office. Additional nominations may be made from the floor. Only alumni members shall be eligible. This committee shall function only as a vehicle for reviewing the electoral process as stated in these *Bylaws* and shall not be responsible for screening candidates.
2. The candidates for the office of student representative shall be nominated from the floor. Only official voting delegates of the conference are eligible for nomination.
3. Election of National Council president-elect, vice president and secretary/treasurer shall occur during each conference occurring on odd number years. Each conference will elect one alumni representative and one student representative.
4. Voting shall take place on a single ballot listing all offices to be elected. A candidate must receive a majority to be elected. If no candidate receives a majority, a runoff shall be held between the two candidates receiving the most votes. With the exception of the student representative position, a candidate may be nominated for more than one office. If elected to more than one office, that person must select the one in which to serve. The vacated office shall be filled by a second ballot from the remaining candidates.
5. If a current National Council member is elected to and accepts a different position on the National Council, thereby creating a vacancy, an election will be held at the next business session of the national conference. Nominations of alumni



members will be taken from the floor and via the Nominating Committee, and shall include previous nominees who wish to be considered. A candidate receiving a majority of votes cast will be declared elected. If the national conference has been adjourned and an election is not possible, the National Council shall be authorized to fill the vacancy.

#### **B. Duties of National Council.**

1. The duties of the National Council are as follows: to govern between conferences, to ensure implementation of policies and procedures as directed by the membership, to articulate the Society's mission and purpose and to maintain its standards, to ensure effective organizational planning and evaluation of programs and services, to create the budget and to maintain the judiciary responsibilities of the corporation, to recruit and train volunteer leadership to assist chapters and the Society, to review chapter status for recognition or concern and take necessary action, to recommend expansion and/or disaffiliation of chapters, to approve membership dismissals and grant selection exceptions, to hold national conferences and to submit an annual report to the delegates, to maintain accurate minutes of all proceedings, to oversee implementation of an awards program, to employ an executive director, to serve as liaisons to committees and to represent the organization as appropriate.
2. The respective duties of the National Council are as follows:
  - a. The president shall preside at national conference and National Council meetings, sign all charters granted, appoint all committees, present the National Citations and shall perform such duties as may be assigned by the National Council.
  - b. The president-elect shall perform the duties of the president in the absence or disability of the president, shall coordinate the work of the standing committees and shall perform such duties as may be assigned by the National Council.
  - c. The vice president shall serve as liaison to the section coordinators, shall be the liaison to the membership committee and shall perform such duties as may be assigned by the National Council.
  - d. The secretary/treasurer shall have charge of all funds and shall be responsible for the preparation of a national budget, shall submit

an annual report, keep accurate minutes of each regular and special meeting of the National Council and of the national conference, investigate sound future financial planning through the services of one (1) or more investment counselors, shall authorize investment of the funds of the Society based on recommendations of the investment counselor(s), shall be the liaison to the finance committee and shall perform such duties as may be assigned by the National Council.

- e. The members-at-large: student representatives shall be collegiate members when elected. Alumni representatives shall be alumni members when elected. The representatives shall be liaisons to various standing committees, shall perform such duties as may be assigned by the National Council and shall assist the Foundation at such times the Foundation deems beneficial.

#### **Section 2. Committees**

- A. The following standing committees and their chairpersons shall be appointed by the National Council and shall be accountable to the National Council: alumni, chapter leadership program, communications, expansion, finance, governance, membership, nominations and technology. Chairpersons shall be appointed for a two-year term. Committee membership shall include both students, alumni and a National Council member who shall serve as a liaison for the committee to the National Council. The executive director shall be a non-voting, ex-officio member of all committees. Each standing committee will submit an annual report to each national conference.
  1. The alumni committee will develop practices and programs to maintain ongoing contact with alumni members, encourage chapter alumni relations and coordinate alumni recognition awards. This committee is encouraged to coordinate efforts with the Mortar Board National Foundation.
  2. The chapter leadership program committee will review and recommend strategies, programs, and policies for the development of collegiate chapters.
  3. The communications committee shall advise the National Office communications coordinator regarding all national publications and technological presentations, review and make recommendations on editorial and advertising policies and marketing

issues and advise in the development of public relations materials.

4. The expansion committee works with the executive director in the coordination of maintaining a list of approved prospective institutions, establishing and reviewing criteria for chapter installation and establishing a mentor program for new chapters. The executive director serves as the Society's contact with schools in the expansion process.
  5. The finance committee reviews and makes recommendations regarding the Society's investment and funding policies and implementation. The secretary/treasurer will serve as a member of this committee.
  6. The governance committee is responsible for reviewing the Society's *Constitution, Bylaws* and *Standing Rules*. The committee will review revisions to these governing documents submitted by the Society's members, conference committees, standing committees and National Council. Their recommendations will be presented to the national conference for membership consideration by the conference bylaws committee.
  7. The membership committee is responsible for reviewing issues regarding membership policy and procedure materials which are annually provided to chapters. The committee chairperson shall communicate to the National Office chapter questions regarding membership selection. The vice president will serve as a member of this committee.
  8. The nominations committee shall seek to develop and identify a qualified and representative pool of candidates for national leadership positions and work with the conference nominations committee to conduct elections at the national conference.
  9. The technology committee shall address issues associated with the use of technology to enhance Mortar Board, Inc. to more effectively serve collegiate and alumni members through electronic communications, Web sites, e-mail, listservs and any other creative resources for streamlining and increasing communication.
- B. The national president shall appoint all other committees with the approval of National Council or as directed by the national conference.
  - C. Committees are authorized to perform their tasks using the mail, e-mail or conference calls. Meetings may be held as needed.

### **Section 3. National Office**

- A. The National Council shall be empowered to employ an executive director.
- B. The executive director is responsible for the operation of the National Office under the immediate direction of the Council and the Mortar Board National Foundation Trustees. The director executes contracts and prepares organizational reports, serves as a non-voting, ex-officio member of the National Council and National Foundation Board of Trustees and represents Mortar Board in the Association of College Honor Societies.
- C. The National Office staff shall perform the daily functions necessary to maintain the Society in accordance with the *Constitution, Bylaws* and *Standing Rules* of the Society and the policies and procedures established by the National Council and Foundation Trustees. Specific duties shall be outlined in the job description of each National Office staff member.

### **ARTICLE IX. SECTIONS**

Chapters shall be grouped into sections, each served by a section coordinator and/or other designated volunteers.

#### **Section 1. Section Coordinators.**

Each section coordinator shall be a liaison between the National Council, National Office and the collegiate chapters and alumni chapters, and shall coordinate the work of chapters in their section.

#### **Section 2. Appointment.**

The section coordinator shall be appointed by the national president for a two (2) year term and shall be eligible for re-appointment. In the event a vacancy occurs during a term, a new section coordinator shall be appointed to fulfill the unexpired portion of the term and will be eligible for re-appointment at the next re-appointment date.

### **ARTICLE X. NATIONAL CONFERENCES**

#### **Section 1. Planning.**

All details pertaining to national conferences shall be arranged by the National Office and the officers of the National Council shall be the officers of the conferences.

#### **Section 2. Delegates.**

Each collegiate chapter shall be represented at the national conference by one delegate who shall be the president of the chapter or the designated alternate. The name of the delegate shall be sent by the chapter president to the National Office. Pending verification of voting credentials, the delegate shall have one vote on all questions whether or not instructed by the chapter.

#### **Section 3. National Conference Committees.**

National conference committees shall be established and assigned as needed to standing committees to review the Society's policies and organizational issues. The national president

shall appoint committees composed of official voting delegates, standing committee members and advisors. Each committee shall elect a chairperson from its voting delegate members.

#### **Section 4. Duties of Delegates.**

The delegates to the national conference shall be responsible for reviewing the Society's *Constitution, Bylaws, Standing Rules* and *Resolutions*. In addition, the delegates shall pass such resolutions and recommendations as shall be deemed appropriate to assist the National Council in the governance of the Society.

#### **Section 5. National Project.**

The national project is Reading is Leading.

### **ARTICLE XI. CONFERENCE ASSISTANTS**

The National Council shall utilize the aid and advice of conference assistants at national conferences. They shall be selected in the manner prescribed by the National Council. The National Council shall select no less than three and no more than six conference assistants to attend the national conference.

### **ARTICLE XII. FINANCE**

#### **Section 1. Establishment of Fees.**

- A. The delegates at the national conference shall establish the national initiation fee, continuing senior membership dues, and the honorary membership fee. The fees and dues shall confer the benefits of membership as established by the National Council.
- B. The National Office shall not verify membership of any chapter unless all fees, dues and reports, as required by the National Council, have been submitted and cleared. The National Council shall notify chapters whose accounts for the previous year are not clear and said chapters shall not be permitted to tap or initiate new members until such accounts are cleared.

#### **Section 2. Gift Memberships.**

One gift membership, known as the Coral Vanstrum Stevens membership, may be granted in each chapter in case of financial need. The policy and procedure for awarding the gift membership shall be established by the National Council.

#### **Section 3. Official Jeweler.**

The National Council shall select the official jeweler, establish the price of the official pin and make such regulations regarding the manufacture and sale as may appear advisable.

#### **Section 4. Conference Fee.**

Before each national conference, the National Council shall determine what portion of the transportation and hotel costs can be paid from the national treasury without jeopardizing funds. Should an additional amount be needed, it shall be determined at least six months in advance of the conference and shall be divided among the chapters for payment. This shall be known as the conference fee.

#### **Section 5. National Conference Expenses.**

Expenses for the national conference for one official delegate from each chapter shall be paid from the national treasury. Expenses shall be paid for the National Council, section coordinators, national standing committee chairpersons, and other guests invited by the National Council.

#### **Section 6. National Visits.**

Expenses for visits by National Council members, section coordinators and designated visitors to collegiate chapters shall be paid from the national treasury.

#### **Section 7. National Expenses.**

Expenses of National Council members, section coordinators and appointed committees incurred in doing work for the Society shall be paid from the national treasury.

#### **Section 8. Expansion Visit Expenses.**

The travel expenses for the first visit of a national representative to a petitioning group shall be paid by the national treasury.

#### **Section 9. New Chapter Installation Fee.**

Each new chapter shall pay to the national treasury an installation fee as established from time to time by the delegates at a national conference.

#### **Section 10. Mortar Board Foundation**

##### **Fellowships.**

Katherine Wills Coleman Fellowships shall be awarded annually. The Society shall allocate from the national treasury to the Foundation an annual amount established by the delegates at a national conference. The Mortar Board National Foundation shall determine the selection of qualified recipients and the amount of fellowships to be awarded.

#### **Section 11. Alumni Chapter Fees.**

Each alumni chapter shall pay to the national treasury an annual alumni chapter fee as established by the delegates at a national conference.

#### **Section 12. Financial Reports.**

Each collegiate chapter and alumni chapter shall submit an annual financial report to the National Office on forms provided by the National Office. Each chapter also is required to have a minimum audit annually. If a chapter's annual income exceeds the minimum set by the Internal Revenue Service, then this chapter must submit the required form by the Internal Revenue Service to the National Office, as well as to the Internal Revenue Service for the year this income exceeds that figure.

#### **Section 13. Financial Statements.**

A financial statement of the Society shall be submitted annually to collegiate chapters, alumni chapters and national representatives within three (3) months of the completion of the audit. The National Council shall establish the procedures for reviewing the financial condition of the Society between audits.

## **ARTICLE XIII. RESOLUTIONS AND RECOMMENDATIONS**

### **Section 1. Resolutions.**

Conference resolutions are effective for two (2) years unless affirmed by succeeding conferences at the end of the resolution's term. Resolutions are the Society's formal statement of philosophy or its deliberate choice of action. Resolutions are looked to by the Society for organizational direction and by chapters for programming direction.

### **Section 2. Recommendations.**

Conference recommendations are items suggested for the Society's leadership and/or chapters to consider.

## **ARTICLE XIV. AMENDMENTS**

The *Bylaws* may be amended at any national conference by the affirmative vote of two-thirds (2/3) of the chapter delegates or at any time by the affirmative vote of two-thirds (2/3) of the collegiate chapters. A lack of response constitutes an affirmative vote. The affirmative vote of a collegiate chapter on this question shall be a majority vote of those present and voting. All proposed amendments must be submitted to the National Office by March 15 to be considered at that academic year's national conference. Any amendments submitted after that date shall be referred to the appropriate committee for consideration during the following year.

## **ARTICLE XV. DISSOLUTION**

The Society shall use its funds only to accomplish the purposes stated in this *Constitution*, and no part of its funds shall inure or be distributed to the members of the Society. On dissolution of the Society all assets shall be used to discharge any obligations and the funds remaining shall be distributed to one or more duly organized not-for-profit charitable, educational, scientific or philanthropic organizations to be selected by the National Council.

## **ARTICLE XVI. PARLIAMENTARY AUTHORITY**

The current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the proceedings of the Society in all cases not provided for in the *Constitution, Bylaws* and *Standing Rules*.

# The Standing Rules of Mortar Board, Inc.

(As amended at the 2007 Mortar Board National Conference)



## 1. Collegiate Membership

A Mortar Board chapter, recognizing diversity and multiple perspectives as strengths, bestows honor upon individuals selected from all possible eligible candidates. The membership section of the *Officer & Advisor Handbook* provides additional information on membership selection.

**A. Membership Selection Plan.** Each chapter shall complete their Membership Selection Plan and submit it before winter break to the National Office. New members are selected by the existing chapter once a year only after the reporting of the fall grades and according to the procedures outlined in the *Officer & Advisor Handbook*.

**B. Tapping in Person.** One or more current members of the chapter shall tap candidates for membership in person unless such tapping is physically impossible.

**C. Time of Tapping.** Tapping must occur no sooner than six (6) weeks after the conclusion of the fall grading period and no later than six (6) weeks before the last day of classes of the school year. Initiation must occur no later than four (4) weeks before the last day of classes of the school year with exceptions approved by National Office.

**D. Membership Exceptions.** A candidate may be eligible for a selection exception for an unusual situation which seems to be reasonable, but which is not covered by the *Bylaws* and/or the policies and procedures. GPA deviations and chapter size of more than fifty (50) members (or 1.5% of the student body with junior standing) or less than fifteen (15) (or 10%) of the student body with junior standing) may be requested. The chapter must complete and forward to the National Office the appropriate request for exceptions form at least fourteen (14) days before tapping. The vice president shall review the request in consultation with other members of the National Council. The exception must be approved before a candidate may be tapped. The National Office will notify the chapter of the decision prior to the tapping date.

**E. Official Membership Report.** The names and qualifications of the new candidates selected for membership shall be sent to the Mortar Board National Office for verification of membership standards at least two (2) weeks prior to tapping. Names of continuing members and honorary members are included on this report. This Official Membership Report shall carry signatures of advisors showing that the proper selection procedures have been followed. This report

shall also include verification for students studying off-campus and shall be verified by the National Office prior to the date of tapping and before new members may be announced.

**F. Membership Verification.** The National Office shall verify the Official Membership Report ascertaining that each candidate meets the requirements of scholarship and intended date of graduation. The National Office may request from a chapter clarification of a candidate's leadership and service qualities and/or reconsideration of a candidate, but shall not have veto power.

**G. When Scholarship Requirement Not Available.** If the scholarship requirement listed in Article 1, Section 2, of the *Bylaws* is not feasible on a particular campus because of the initiation of a pass/fail system, no grade system, etc., a special written request for an appropriate standard may be made to the National Office. The request shall be submitted by the chapter president and shall contain the signature of the senior advisor.

**H. Grade Point Average Used.** A candidate's cumulative average for all terms preceding the selection shall be the average used in determining initiation eligibility.

**I. Transfer Students.** All possible information concerning previous college records should be obtained for transfer students.

**J. Incomplete Grades.** A grade of "Incomplete" will not influence a student's grade point average, except in cases where the grade has become an "F" because allotted time to make up incomplete work has expired. If the number of hours of "Incomplete" exceeds six hours, a selection exception must be requested from the National Office.

**K. Consensus Voting.** Voting will be done by the Selection by Consensus method. Please see the membership section of the *Officer & Advisor Handbook* for a full explanation.

**L. Dismissal.** Dismissal procedures are set forth in the *Bylaws*.

**M. Resignation.** An individual member of the Society may resign pursuant to the following procedure:

1. The person notifies the chapter president in writing of the intent to resign.
2. The chapter president notifies the advisors and the National Office.
3. The person shall be asked to return their pin and certificate of membership to the National Office.
4. Membership fees are not refundable.

**N. Post-Graduate Initiations.** Members of local honor societies that later became

chapters of the Society may become alumni members of the Society by applying for local verification on the "Credentials for Mortar Board Post-Graduate Initiation" form and sending it and the required fees to the National Office. Formal initiation by a collegiate chapter is optional. If such formal initiation is not performed by the local chapter, the signature of the newly initiated Society member shall be forwarded by the initiating chapter to the individual's own chapter. This signature shall be posted in the initiation book. Alumni of a local group may be initiated at any time after the installation, either by their own school or by any school which has a chapter of the Society.

**O. Honorary Membership.** Alumni chapters may recommend a person for honorary membership to a collegiate chapter or to the National Council, but honorary membership may be conferred only by a collegiate chapter or the National Council, with the exception of the National Citation winners. The chapter's petition for honorary membership must be supported by the majority of the collegiate chapter membership. This petition is to be sent to the National Office at least four (4) weeks before tapping. Final approval shall be made by the National Office. Each chapter and the National Council may select up to three (3) honorary members during one academic year.

**P. National Citation.** Nominations for the National Citation shall be submitted to the National Council by collegiate members and alumni of the Society. The National Council shall then, by a majority vote, select no more than five (5) nominees of those submitted to be then voted upon by the individual chapters. The award may be conferred upon no more than two (2) persons at one time, and it shall be given to the nominee(s) receiving the highest number of chapter votes. The citation may be awarded annually. All recipients shall be initiated automatically as honorary members of the Society.

## 2. Orientation.

**A. Chapter Orientation.** The purpose of orientation is to acquaint the newly tapped members with each other, to inform them about national Mortar Board and the local chapter, and to motivate them to become active members of the Society. Specifically, orientation will include review of: the purpose and history of the Society, the personal commitment of membership in the Society, the advisors' roles, the offices and



their responsibilities, the national project, chapter project(s) and the advantages of membership. More information may be found in the *Officer & Advisor Handbook*.

**B. Officer Orientation.** Each chapter officer shall maintain an officer's manual containing all relevant information pertinent to that office. These manuals shall be passed on to the successive officers and discussed at officer orientation.

### 3. Chapter Operations.

**A. Election of Officers.** Election of officers shall be by secret ballot preceded by discussion. Officers shall be elected by a simple majority of those new members voting. Officers shall be elected in the presence of the old members before the end of the spring term. The Officer Address Information Report shall be completed on the Web site form or mailed to the National Office by June 1.

**B. Minimum Standards.** The following list of standards are essential for minimum chapter operations. Officers should refer to the *Standing Rules* and handbooks for the required deadlines.

1. Select new members on the basis of distinguished ability and achievement in scholarship, leadership and service.
2. Prior to tapping, send the names and qualifications of candidates to the National Office for verification.
3. Tap new members before the end of the school year.
4. Hold an orientation program for those tapped prior to initiation.
5. Collect the national fees prior to initiation from new members (collegiate or post-graduate) tapped as well as from continuing members; and submit these fees together with the Official Membership Report to the National Office. A membership fee for each honorary member must be submitted with the Honorary Membership Petition.
6. Elect new chapter officers before the end of the school year and fully orient the outgoing chapter president, in cooperation with the advisor(s). All officers are to receive, maintain and pass on a manual of pertinent information for that office.
7. Hold regular and frequent meetings (at least once a month during the school year).
8. Establish a participation policy.
9. Have at least one advisor. (It is recommended that a chapter have more than one (1) and that advisors serve for a minimum of two (2) years to aid in continuity of chapter operations.)

10. Submit a financial report (and appropriate IRS forms, if necessary) to the National Office each year.

11. Send a chapter representative to the national conference.

12. Include alumni programming.

Successful chapters will go beyond the minimum list above. The *Officer & Advisor Handbook* includes recommendations for chapter development.

**C. Reports and Deadlines.** Chapter reports and reporting deadlines that are necessary for membership listings, chapter operations and maintenance of tax exempt status will be established by the National Council. The listing of the required reports and optional reports is published in the *Officer & Advisor Handbook*.

**D. Mortar Board Week.** Each year, Mortar Board Week will be the week including February 15, the founding date of the Society. Each chapter shall be responsible for programming on its campus and/or in its community that appropriately celebrates Mortar Board Week and promotes the ideals for which Mortar Board stands. Individual chapters may petition the National Office to select an alternative week due to scheduling conflicts on the respective campuses.

**E. The Torch Awards.** These awards will be evaluated by a panel of three appointed by the president.

1. **Silver Torch Award.** In order to be eligible for this award, a chapter must:

- a. Meet all chapter minimum standards for the year.
- b. Turn in all forms, both voluntary and mandatory, to the appropriate individuals or office by the deadlines indicated for submission.

2. **Golden Torch Award.** In order to be eligible for this award, a chapter must:

- a. Meet all requirements of the Silver Torch Award.
- b. Excel above the standards of scholarship, leadership and service.
- c. Follow the evaluation procedures of the Silver Torch Award.
- d. Submit a nomination form completed by the chapter or section coordinator.

**F. Chapter Citations.** If a chapter wishes to award a Chapter Citation, a nomination will be submitted to the National Office for approval at least four weeks prior to presentation.

**G. Project Excellence Award.** To receive the Project Excellence Award, a chapter or its section coordinator must submit to the National Office the appropriate form and be judged to have performed an outstanding chapter project.

**H. Most Improved Chapter Award.** To receive the Most Improved Chapter Award, a chapter or its section coordinator shall submit a completed nomination form to the National Council for its consideration and be judged the most improved chapter.

**I. Ruth Weimer Mount Chapter Excellence Award.** To receive the Ruth Weimer Mount Chapter Excellence Award, a chapter shall be judged by a committee of no less than three alumni to be the most outstanding chapter of Mortar Board.

**J. Chapter Web Site Award.** To receive a Chapter Web Site Award, a chapter or its section coordinator must complete a nomination form and be judged by the technology committee to have the best overall website, the most improved Web site or the best new Web site among Mortar Board chapters.

### 4. Expansion.

**A. Applications for Affiliation.** Prospective institutions shall notify the National Office of interest in forming a Mortar Board chapter. Application forms shall be sent to the prospective institution. Applications of prospective groups shall be sent to the executive director of the Mortar Board National Office, who will present them to the National Council. Upon three-fourths (3/4) affirmative vote of the Council, the petitioning group may be visited by a national officer appointed by the National Council.

**B. Membership of New Chapters.** Prospective chapters must have selected their new members before their installation date, which shall occur at least three (3) weeks prior to the end of the academic year. No scholarship exceptions will be granted the year of a chapter's installation.

### 5. Alumni Chapters.

To remain an active alumni chapter, the following items shall be submitted annually by June 15 to the National Office: a list of members with their addresses, a year-end report, a financial report and twenty-five dollars (\$25) annual dues.

### 6. Advisors.

**A. Selection.** Chapters shall select advisors whom they believe will be supportive of the chapter and the ideals of the Society. It is recommended that the chapter utilize an advisor team. Chapters may have a person serve as a senior, permanent advisor; however, terms normally should not exceed three (3) years. Terms should be arranged so that continuity of advisor leadership is provided. Chapters shall select new advisors in time for the initiation of classes. At least one (1) advisor shall be chosen from those persons who have faculty or administrative status or shall have an affiliation with the

college or university. At least one (1) advisor should be an alumni member of Mortar Board.

**B. Responsibilities.** The advisory committee shall meet with the new chapter in the spring, assure that at least one (1) advisor attend selection meetings, assist in the preparation of the chapter program, check the chapter budget and promote chapter continuity through orientation of new chapter officers. At least one (1) advisor must be present at every regular meeting. All members of the advisory committee shall certify the list of new members.

**C. Orientation.** New advisors shall be oriented by the chapter president and the current chapter advisor(s).

**D. Excellence in Advising.** Chapters may nominate an advisor who exemplifies the ideals of Mortar Board and who has provided excellent service, guidance and support to an undergraduate chapter. This award shall be presented at the national conference.

#### 7. Administrative Liaison.

Each chapter shall identify an administrative liaison to serve as a link between the chapter and the college administration. The administrative liaison may assist the chapter in obtaining the names of candidates eligible for membership, identifying potential advisors, maintaining chapter archives, securing access to campus facilities and providing a permanent campus mailing address.

#### 8. National Conferences.

**A. Voting Privileges.** Voting privileges will be suspended for any chapter whose account has not been cleared (all fees paid and Official Membership Report submitted to the National Office). Chapters whose voting privileges are in jeopardy shall be notified by the National Office prior to the national conference.

**B. National Project Selection.** The National Project is Reading is Leading. At each national conference, delegates will share their chapter projects related to Reading is Leading and the National Council and National Foundation will report on grant writing efforts to solicit funding for national and local initiatives for this project.

**C. Alumni Achievement Awards.** The chapters may nominate alumni who exemplify the Mortar Board ideals and a quest for excellence in lifelong learning and scholarship. Alumni who have been out of school for five years and are not in a national position are eligible for this award.

#### 9. Conference Assistants.

**A. Selection.** The National Council shall select conference assistants through an application process.

**B. National Conference.** The National Council shall select no less than three

(3) and no more than six (6) conference assistants to attend the national conference. The National Council may expand this number as it deems fit, in proportion to the number of student delegates. The National Council also may choose alternates for these positions in order to ensure the minimum number of assistants necessary.

#### 10. Finance.

**A. Establishment of Fees.** The national initiation fee shall be sixty dollars (\$60) for each initiated member (collegiate and post-graduate), and continuing seniors membership dues will be twenty-five dollars (\$25). The honorary membership fee shall be fifteen dollars (\$15). These fees and dues shall include a one-year subscription to *The Mortar Board Forum*, the *Membership Booklet*, certificate and the membership pin, which shall be known as the official badge. Fees for membership shall be sent by each collegiate chapter to the National Office. No person tapped for Mortar Board membership may be initiated prior to payment to the chapter treasurer of the sixty-dollar (\$60) initiation fee for collegiate and post-graduate members, or, in the case of honorary memberships, payment of the fifteen-dollar (\$15) membership fee to the National Office. All collegiate, continuing senior and post-graduate fees are due in the National Office no later than one week after initiation.

**B. Membership Verification.** All fees, the Official Membership Report, and the Financial Report from the previous year must be submitted to and cleared by the National Office before the membership for a new chapter can be verified.

**C. Gift Membership.** The Coral Vanstrum Stevens Membership may be awarded to one initiate or divided among several based on financial need. This allowance is to be non-cumulative and is to be administered by the National Office. The recipient(s) is (are) to be selected confidentially by the chapter president and a chapter advisor. The scholarship shall be marked on the Official Membership Report. No additional forms are required.

**D. Merchandise.** Mortar Board, Inc. has granted the Mortar Board National Foundation sole rights to sell merchandise with the Mortar Board logo and trademark on a national basis.

**E. Installation Fee.** A fee of five hundred dollars (\$500) shall be paid to the national treasury by each new chapter prior to installation.

**F. Mortar Board National Foundation.** At the end of each fiscal year, the Society shall allocate an amount equal to six percent (6%)

of the new initiates' membership fees to the Mortar Board National Foundation with the distribution as follows: one-third (1/3) to the Mortar Board, Inc. endowed fellowship fund and two-thirds (2/3) to the leadership initiatives fund.

**G. Alumni Chapter Fee.** Each alumni chapter shall pay twenty-five dollars (\$25) annually by June 15 to the national treasury.

**H. Inactive Alumni Chapters and Collegiate Chapters.** When an alumni chapter or collegiate chapter becomes inactive, any funds remaining in the alumni chapter or collegiate chapter account after local obligations have been met should be transferred to the Society. If the alumni chapter or collegiate chapter is reinstated within five (5) years, any funds previously transferred by that chapter to the Society will be returned.

**I. Annual Audit.** An annual audit of the Society will be conducted by an outside professional auditor, with a financial statement of the Society being sent within three (3) months of its completion to those outlined in the *Bylaws*. In addition, the executive director will send to each National Council member a monthly statement of the Society's financial status.

#### 11. Amendments.

The *Standing Rules* may be amended at any national conference by the affirmative vote of the majority of the chapter delegates or at any time by the affirmative vote of the majority of the collegiate chapters. A lack of response constitutes an affirmative vote. The affirmative vote of a collegiate chapter on this question shall be a majority vote of those present and voting. All proposed amendments must be submitted to the National Office by March 15 to be considered at that academic year's national conference.

Supporting policy documents include the National Council *Policies & Procedures*, *Officer & Advisor Handbook*, *Guidelines for Installation of New Chapters* and laws/regulations pertaining to tax-exempt, non-profit corporations.

# Resolutions and Recommendations of Mortar Board, Inc.

(As adopted at the 2007 National Conference)



## RESOLUTIONS

WHEREAS Mortar Board is concerned about the well being of their lifelong members and sets the criteria for membership and WHEREAS it is important Mortar Board be the strongest body of individuals possible and to combat the shrinking class sizes

THEREFORE be it resolved that each active chapter, in the selection process, will make a sincere effort to increase their chapter by two (2) members during the next year.

WHEREAS the 2007 National Conference was one of the best gatherings in the history of Mortar Board

And WHEREAS, the evolution is a living, growing part organizational change THEREFORE be it resolved the Conference wishes to thank the following for their support:

### **Our generous conference corporate sponsors:**

- GEICO
- Student Trust

### **Our generous supporters who have made this all possible:**

Gail Harrison Corvette Leadership Endowment  
Mortar Board National Foundation Leadership Fund

### **Those who contribute to making Mortar Board one of the strongest and most respected honor societies in the country:**

- Better World Books
- International Partnership for Service-Learning
- Ohio State University graduate school
- Purdue University graduate school
- Teach for America

### **To our inspiring speakers:**

- Dave Coleman
- Adam Burden
- Marian Fredman
- Steven Bishop

### **Our retiring National President Bill Niederer**

### **Our council members and section coordinators**

### **Our committee chairs and conference assistants**

National Office staff, especially Megan McGough for making the conference a reality.

## RECOMMENDATIONS

It is recommended that the Mortar Board National Council address the following:

- Identification of a focused, national alumni program to consistently involve alumni at all levels of leadership, scholarship and service and develop an executable plan to support such an initiative.
- A specific online advisor support and resource module to enhance the guidance of all Mortar Board chapters.
- Identification of a member database that will allow members to update their personal information and preferences for ongoing communication with the Mortar Board National Honor Society and the Mortar Board Foundation.
- Assist the Mortar Board Foundation in securing additional funds for Chapter Project grant opportunities.

# Mortar Board Privacy Policy

*(Adopted by the National Council July 25, 2002 and by the National Foundation July 28, 2002)*



## **We respect your privacy**

Mortar Board, Inc. (hereinafter “Mortar Board,” “we”, or “us”) is committed to protecting its members’ privacy. Mortar Board has created this privacy policy to protect the privacy of the members and the privacy of visitors using the Mortar Board Web pages (the “Site”).

## **What information does Mortar Board collect?**

We collect only the information we need to serve you and administer our business. Mortar Board does not collect information that identifies you personally (“Personal Information”) unless you voluntarily provide it to Mortar Board to enable us to provide you with requested services and information. We collect, process and use Personal Information for performing the services you request, as well as to raise revenue to establish additional fellowships for students and to support local chapters’ programs.

When you agree to membership, you agree to give Mortar Board your contact information. We ask members for their full legal name, permanent home address, telephone number and e-mail. We also collect the initiation date of the member, chapter officer designation (if applicable), gender and date of graduation from the initiating chapter. You may voluntarily contribute to the Foundation or receive a Mortar Board Fellowship and that information is recorded. If you are a delegate to the National Conference, that is recorded. If you wish to be part of the Career Network, the job title and company of employment is recorded.

You also may encounter surveys and other features on the Web site that ask you to provide Mortar Board with non-personal information to help Mortar Board improve the services that we provide to you.

## **How is my information used?**

Personal Information is required from you in order for you to receive certain information from Mortar Board.

When you join Mortar Board, you consent to giving your non-personal and Personal Information, which may be shared with our partners (“Participating Companies.”) Participating Companies are companies that have entered into agreements with Mortar Board in return for the right to use Mortar Board’s name, insignia and access the personal information of members. Mortar Board does not sell its membership list. Mortar Board will share your Personal Information with a Participating Company unless you state in writing that you do not consent. A Participating Company may then contact you using the information that we supply. Mortar Board encourages you to consent to this because it will help ensure that the organization will be able to increase the number of fellowships and give the local Mortar Board chapters the ability to access additional funds.

The information from the Demographic Survey of new members may be used to contact a member when necessary. We may, from time to time, use anonymous data and data from surveys to compile statistics for review and promotion of Mortar Board.

Mortar Board may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: a) conform to the edicts of the law or comply with legal process served on Mortar Board or the Site; b) protect and defend the rights or property of Mortar Board, the Site, or the members of Mortar Board; and c) act under exigent circumstances to protect the interests of members of Mortar Board or the public.

## **What other ways can my information be collected and used?**

The Site offers links to Participating Companies’ Web sites. When you click on these links, you will be transferred to a Participating Company’s Web site. Mortar Board has no control over the privacy policies or information that these sites may request of you. Mortar Board is not and cannot be held responsible for the privacy practices or content of these sites. You will need to contact Participating Companies or third parties separately to unsubscribe from their services.

Linking to Participating Companies may place cookies on your computer. These companies and businesses may use non-personal information (not including your name, address, e-mail address or telephone number) about your visits to this Site and other Web sites in order to provide advertisements. We do not have access to these cookies or any information that they may contain.

## **How is my information protected?**

While we cannot guarantee that loss, misuse or alteration of data will not occur, we take many precautions to prevent such events. Your Personal Information is stored in a Mortar Board secure operating environment not available to the public. Mortar Board employs encryption methods and protection via The Ohio State University secured server to protect your Personal Information. We also limit access of Personal Information to Mortar Board employees who need the Personal Information to perform their jobs at Mortar Board.

## **Can I opt out?**

Mortar Board allows members to inform us via written communication what they do not wish to receive. Members who choose not to receive any notices will still remain in the database, but will not receive further information from Mortar Board or any Participating Companies.

## **How do I update my information?**

Mortar Board allows you to update your information by going to the online Alumni Address Verification Form or by e-mailing, calling or writing the National Office.

## **What if I have a question?**

If you have any questions about this privacy statement, the practices of this Site, or your interaction with Mortar Board, please e-mail the National Office at [mortarboard@mortarboard.org](mailto:mortarboard@mortarboard.org) or call (800) 989-6266.